



DEPARTMENT OF THE ARMY
104TH AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001

IMEU-HAN-ZB

26 May 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) Preparation of Digital Calendar of Events within the 104th Area Support Group (ASG)

1. Purpose: To establish the standards by which calendar of events will be prepared within the 104th ASG. The new electronic calendar will improve timely submissions while providing the most up-to-date events within each BSB and all of the ASG Directorates.
2. General: A calendar of events is used to capture and facilitate timely execution of events within the organization. Executives and managers at all levels use it to influence, drive, or control activities within their agencies in support of the organization.
3. The 104th ASG DPTMS will review, maintain, and deconflict the official calendar of events: Both long and short-range events are contained within the online calendar. The ASG commander's administrative assistant will maintain the commander's calendar separately.
 - a. Long-Range: Identifies long lead time (two years) for the coordination of resources with supporting agencies, and the prevention of obstacles prior to the execution phase of an event. Training and other events listed on this calendar are extracted from USAREUR, IMA-Euro, 1AD, 3CC, as well as specific data provided by subordinate BSBs and ASG directorates and staff. This calendar is updated as needed. It will also be reviewed at the quarterly DPTMS conference and at ASG Days. It includes the near term calendar events and will be limited to those major events shown at Enclosure 1.
 - b. Short-Range: Identifies short (near term) lead times (four months) for the refinement of required resources with supporting agencies, and the elimination of obstacles before the execution phase of an event. This calendar is to be updated daily or as needed, but no less than once a week on the Tuesdays, where it will be reviewed at the weekly ASG staff meeting.
4. All ASG Directorates/agencies and the BSBs are the proponents for managing their own data on the long and short-range calendars. The same will use the calendar POC listed on page two to effect the necessary inputs. The ASG Directors and BSB DPTMSs will be responsible for the correctness of the information shown.

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5. Directorates/Staff Principles and BSBs are required to notify the ASG DPTMS of any changes to their POC for calendar inputs. A list of current calendar POCs is at Enclosure 2. Data must be reviewed and approved by directors/staff principles prior to submission. All ASG directorates/staff principles and the BSBs will populate all of their 120- day events to the new intranet calendar NLT 6 June 2005. The next 24 months events must be populated NLT 30 June 2005.

a. Changes to this calendar must be coordinated with DPTMS and/or the personnel affected and may be submitted at anytime. The calendar has a built-in tool that enables all to contact those affected via email.

b. Changes will be submitted electronically (as authorized by director/staff principle).

c. Those events where the ASG Commander's attendance is requested must first be coordinated with the commander's administrative officer, at 322-1300.

d. Coordination for all other meetings must be made prior to adding the event to the calendar. An addition of an event to the calendar does not constitute a request for attendance. Coordination for all meetings must be made in advance.

6. All calendar input will be made directly on the 104th ASG Intranet Calendar at the following address under the 104th ASG Plans, Training, Mobilization and Security calendar:
<https://york1206104s004.mwr.army.mil/portal/Default.aspx?tabid=357>.

7. Technical questions should be addressed to Mr. Kevin Hoy at 323-3484, or email, kevin.hoy@104asg.army.mil

8. Point of contact for all other questions regarding this MOI is MAJ Stefano at 322-1530, or email, ciro.stefano@104asg.army.mil

FOR THE COMMANDER:

Encls
as


ROBERT KANDLER
Deputy to the Commander

DISTRIBUTION:

Commander, 221st BSB
Commander, 222nd BSB
Commander, 284th BSB
BASOPS Manager, 104th ASG (USAG Hessen)
All ASG Directors / Principle Staff Heads
1AD LNO
All Calendar POCs

CALENDAR ENTRY INFORMATION

- 1) ASG Days and their IPR dates
- 2) CIP in/out-briefings and Inspection dates – events involving the entire staff
- 3) Quarterly Director's Conferences – all quarterly directors meetings
- 4) Directorate training sessions – conferences and training involving more than one BSB
- 5) JSIVA, AVAT and any other AT / FP practice and actual event dates
- 6) ASG and BSB VIP visits
- 7) ASG CDR IMA-Euro VTCs and senior ATEC VTCs
- 8) DEPEX/ISA or Rail operations and Capabilities exercises
- 9) ALL APIC related training – provided by contractors/strategic planning meetings
- 10) Federal, German and USAREUR training holidays
- 11) Holiday related ½ day schedules
- 12) Religious holidays
- 13) BN or higher Changes of Command
- 14) Activations and/or deactivations ceremonies
- 15) DPW technical channel meeting – only when involves ASG and BSB DPW or Major regional meeting.
- 16) External staff assistance visits and inspections
- 17) ASG and BSB off-site conferences or Organization days that significantly affect BSB manning and/or front door services
- 18) BCCs / GCCs
- 19) 1AD Commander's day/OPDs and/or SLPD
- 20) Quarterly training boards, brigade and higher
- 21) DCSOPS / FMD re-stationing meetings
- 22) ASG social events – involving more than one directorate i.e. awards ceremony, hail and farewells etc.
- 23) Community wide events such as Memorial Day, Army's Birthday, Independence Day Veteran's Day, Community Retiree Ceremony, Christmas Tree lighting
- 24) Welcome home ceremonies for battalion-level or higher and all BSB organized events
- 25) SMC, ASG or BSB Commander activities where Host Nation dignitaries are invited
- 26) ACAP job fairs and job assistance workshops
- 27) ASG level championship sports events (adult and youth)
- 28) ASG BOSS conference
- 29) IMA-Euro or higher level sponsored recreation and sports events occurring within the ASG footprint
- 30) ASG level award presentation and award nights
- 31) Soldier Readiness Processing (PDP/RDP) dates – Battalion size or larger Unit ceremonies that involve brigade-level or higher commanders

CALENDAR POINTS OF CONTACT

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|-----------------------|---------------------------|----------|
| CH | CH (LTC) Scott Carson | 322-9221 |
| DRM | Ms. Sevgi Jefferson | 323-2000 |
| DMWR | Ms. Keyuna Milam | 323-3255 |
| DOL | Ms. Cornelia Meyer-Olin | 322-1340 |
| DHSS/ADJ | CPT Melisa Hartigan | 323-3001 |
| DES | Ms. Elke Byrne | 323-2666 |
| DPW | Ms. Gabriele Oergel | 323-2713 |
| Safety | Mr. Stephen Weissenberger | 322-1470 |
| IR | Ms. Lewella Gathard | 323-2210 |
| PAO/GRA | Ms. Katja Schraps | 323-2625 |
| CPAC | Ms. Simone Griffin | 322-1430 |
| Cmd Grp | Mr. John Lonczynski | 323-3304 |
| PAIO | Mr. Joerg Vahrenkamp | 323-3352 |
| 221 st BSB | Ms. Jennifer Meredith | 337-1530 |
| 222 nd BSB | MAJ Hanawa Hampton | 485-1530 |
| 284 th BSB | Mr. Al Marquez | 343-7580 |